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ABSTRACT

Compiled by the Bureau of Child Nutrition Programs, this booklet provides suggestions for initiating a sound nutritional school breakfast program. The following topics are covered in this booklet: nutritional requirements (sample menus, prepacked breakfasts); food service equipment; record keeping requirements; cost analysis and financial-management practices; and scheduling and supervision. The question of who (teachers, students, or parents) has responsibility for starting a breakfast program is also examined. (Author/MP)

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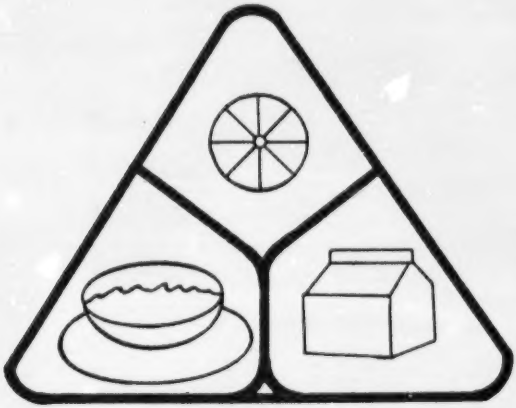
THE SCHOOL BREAKFAST PROGRAM



Fred G. Burke
Commissioner of Education

Gustav H. Ruh
Deputy Commissioner of Education

Prepared by the
Bureau of Child Nutrition Programs
Division of Finance and Regulatory Services

Vincent B. Calabrese
Assistant Commissioner

New Jersey State Department of Education
225 W. State St., Trenton, N. J.
08625

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TABLE OF CONTENTS

Preface ii

I. Nutritional Requirements 1
Sample Menus. 3
Prepacked Breakfast 4

II. Food Service Equipment 5

III. Recordkeeping. 6

IV. Cost Analysis - Management Practices 8

V. Scheduling and Supervision 10

VI. Starting a Breakfast Program 13
Whose Responsibility?

PREFACE

The School Breakfast Program is authorized through Public Law 94-105, enacted October 1975. Under this act schools serving breakfasts are eligible for cash reimbursements and donated foods from the United States Department of Agriculture. In addition, the law authorizes funds for equipment needed to establish and expand breakfast programs where local funds are inadequate.

The Bureau of Child Nutrition Programs believes that the School Breakfast Program can make an important contribution in meeting the nutritional needs of children. Furthermore, where School Breakfast Programs operate administrators attest to less absenteeism and to positive effects on children such as longer attention spans and fewer behavior problems.

For these reasons, the Bureau of Child Nutrition Programs has compiled this informational booklet to assist in initiating a School Breakfast Program.

The School Breakfast Program is available to all eligible persons regardless of race, creed, color or national origin.

CEREAL
Peanut Butter
MILK
Yogurt

I. NUTRITIONAL REQUIREMENTS

MEALS MUST BE SERVED IN THE MORNING HOURS.

MEAL PATTERN	1 TO 3 YEARS
A. Juice or Fruit or Vegetables	1/4 cup
B. Cereal or Bread	
Cereal	1/4 cup
Bread	1/2 slice
C. Milk	1/2 cup

MEAL PATTERN	3 TO 6 YEARS
A. Juice or Fruit or Vegetables	1/2 cup
B. Cereal or Bread	
Cereal	1/3 cup
Bread	1/2 slice
C. Milk	3/4 cup

MEAL PATTERN	6 TO 12 YEARS
A. Juice or Fruit or Vegetables	1/2 cup
B. Cereal or Bread	
Cereal	3/4 cup
Bread	1 slice
C. Milk	1 cup

MEAL PATTERN	12 YEARS & OVER **
A. Juice or Fruit or Vegetables	1 cup
B. Cereal or Bread	
Cereal	1 cup
Bread	2 slices
C. Milk	1 cup

** These portions are suggested for this age group; however, minimum requirements are the same as for children 6 up to 12 years.

A. JUICE must be full-strength fruit or vegetable juice (fruit drinks are not acceptable).

B. BREAD or CEREAL must be made with whole grain or with enriched flour. Commercially prepared products must be made of enriched flour. All bread and bread equivalents, including cereals, must have whole grain or enriched flour as the principal ingredient.

As a guide for determining whether or not a coffee cake or fruit turnover is acceptable and the minimum quantity required to be the equivalent standard of one slice of bread, the following must be met:

1. Whole grain or enriched meal or flour is the predominant ingredient of the recipe or specified on the lable.

2. The total weight of a serving size:

   a. For a coffee cake the minimum weight of the grain portion of the product (exclusive of fillings, toppings, etc.) should be at least 30 grams per serving.

   b. For fruit turnovers, the minimum weight of the grain portion of the product (exclusive of fillings, topping, etc.) should be at least 30 grams per serving.

C. MILK is a fluid of whole, low fat, skim or buttermilk meeting state and local standards. It may be served as a beverage or on cereal. Hot chocolate must be prepared using fluid milk.

To help meet children's nutritional needs, breakfast should also contain, as often as possible, a one ounce serving of meat, poultry or fish; one ounce serving of cheese, one egg; two tablespoons of peanut butter or any combination of the above. Additional foods may be served with breakfasts as desired.

MINIMUM: TWO WEEK CYCLE MENU SUGGESTED

DAY 1	DAY 6
Milk Bran Muffin * Applesauce	Milk * Fruit Cocktail Homemade Cinnamon Rolls
DAY 2	**DAY 7**
Milk Grapefruit Juice Omelet Soft Bun	Milk Pineapple Juice * Cheese Pizza (muffin w/cheese) Muffin
DAY 3	**DAY 8**
Milk Orange Wedges Whole Wheat Bagel	Milk Banana Cornflakes
DAY 4	**DAY 9**
Milk * Diced Pears * Pancake w/Butter	Milk Apple Juice French Toast w/Syrup
DAY 5	**DAY 10**
Milk * Sliced Peaches * Cheese Toast	Milk * Raisins * Celery Stuffed with Peanut Butter (1/4 cup celery 2 Tbsp. peanut butter) Cornbread

* Indicates use of U.S.D.A. Commodity item.

Schools without food preparation facilities may want to use a prepackaged school breakfast system. These meals are available from several companies. A list of vendors can be requested from the Bureau of Child Nutrition Programs.

Prices for the breakfast depend on the type of breakfast desired and the delivery charge. Prepacked breakfasts are usually cold breakfasts consisting of 1/2 cup of pure fruit juice or fruit, 3/4 cup of cereal or a one ounce breakfast bun or muffin, and 1/2 pint milk. Some companies provide a daily delivery, depending on the size and location of the school.

Breakfasts can be served without preparation facilities only if deliveries are close to serving time. Otherwise it is important that any perishable items be kept at the proper temperatures.

(HOT foods above 140° F - COLD foods below 45° F)

PREPACKED MENUS:

- Minimal Labor
- Easy to purchase
- Easy to serve
- Easy to dispose of . . . . .

1) Orange Juice
Cornflakes
Milk

2) Banana
Bran Muffin
Milk

2) Diced Peaches
Cinnamon Roll
Milk

4) Grapefruit Juice
Granola
Milk

5) Apple Juice
Peanut Butter Sandwich
Milk

II. FOOD SERVICE EQUIPMENT FUNDING

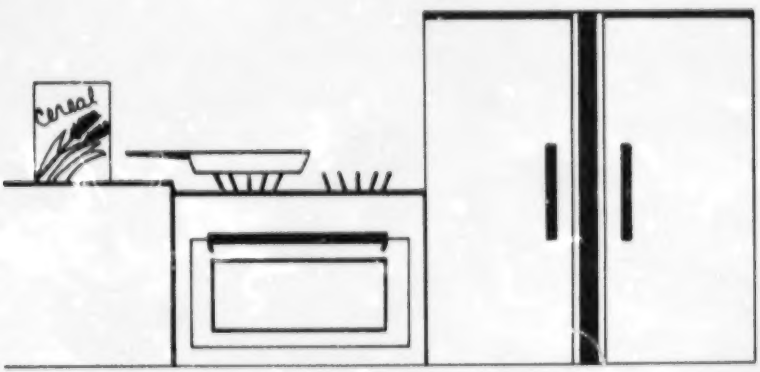
Schools starting a School Breakfast Program may require additional equipment to operate the program. A limited amount of food service equipment funding is available to assist schools in the purchase of essential equipment.

Consideration of funding for equipment will be based upon:

- Type of menu being offered.
- Frequency of food delivery.
- Existing equipment.

If determined eligible for funding, a school may be reimbursed up to 75 percent of the total cost of approved equipment and installation costs.

Applications for food service equipment funds are available from the Bureau of Child Nutrition Programs; (609) 292-8527.



Please Note: A copy of breakfast menus for a two week period must be submitted with the application as justification of the need for additional equipment.

III. RECORDKEEPING REQUIREMENTS

As in the National School Lunch Program, schools are required to maintain full and accurate records to support their claim for reimbursement.

A. Eligibility
Those children eligible for a lunch reimbursable at the free or reduced price rate are also eligible for a breakfast at the corresponding rate. Lunch applications are used to verify eligibility; further application processing is not required.

B. Accountability
A daily count of the number of free, reduced price and paid breakfasts served to children must be kept at point of service.

C. Collection Procedures
The addition of the School Breakfast Program in schools already operating under National School Lunch would require minimal adaptation of the current collection methods.

1. Ticket/Token System
If your school currently sells daily or weekly meal tickets in advance, the Breakfast Program could easily be indicated on the same ticket or token.

A SAMPLE WEEKLY TICKET

(Coded to indicate free, reduced price or paid.)

Number_____

Date_____

Name_____

1B	1M	1L
2B	2M	2L
3B	3M	3L
4B	4M	4L
5B	5M	5L

2. Roster System
If your school currently uses a daily or weekly roster to record meals purchased, a column could be added for the Breakfast Program. (Example on following page.)

A SAMPLE WEEKLY ROSTER

Name	Number code indicating free, reduced or paid	* Number of pre-paid meals			Mon.	Tue.	Wed.	Thu.	Fri.
		B	M	L					
Smith, Mary					B M L	B M L	B M L	B M L	B M L

* If meals are purchased in advance, the number of pre-paid meals would be recorded in this column. If your school has no advanced payment, this column would be eliminated.

At the point of service, the cashier or responsible individual would circle those meals or milk served to children.

The roster system is especially suited to schools where children eat in the classroom.

IV. COST ANALYSIS - MANAGEMENT PRACTICES

Based on actual data supplied by the New Jersey school districts participating in the School Breakfast program during school year 1979-1980, the cost to provide a breakfast ranged from $.3856 to $2.50. It is apparent that a self-supporting program relies on good financial management practices. Careful planning, including determining the cost of the menu prior to service of the menu, and routine analysis of labor distribution are essential tools of good management.

PLANNING A SELF-SUPPORTING PROGRAM:

A. Determine Objectives

1. Provide the best possible breakfast at minimum cost.

2. Provide the best quality meals through effective management of available equipment and facilities.

B. Establish and Operate Within a Budget

1. Plan your menu carefully.

- Keep in mind the age group you are serving, i.e., young children enjoy finger foods.

- Consider the style of service. Introduce a variety of items, contrasting them daily. Remember, variety is the key to continued program participation.

- Schools without facilities may find it necessary to schedule deliveries close to serving time.

- Establish and maintain purchasing procedures. Change menu with the seasonal availability of products. When menu items exceed budget limits, replace them with less costly items.

- Determine the cost of the meal. Higher priced items can be combined with less expensive items or United States Department of Agriculture Commodities. (Refer to a Guide to Pre-costing Food for School Food Service. USDA-FNS #1185.)

2. Analyze Labor Distribution

- Purchase and serve items in original containers to minimize the need for utensils and reduce labor.

- Schedule ahead of time. Use slack time during lunch hours to organize and prepare items to be served for the following day's breakfast.

- Consider operating a program using part-time workers, staggering the hours of the crew and soliciting help from student volunteers.

Continue to work within your budget by frequently analyzing menu costs and staffing patterns.

If costs continue to exceed the regular rate of reimbursement for a free breakfast and if local funds are not available to cover these costs, your school may be determined as a "school in severe need" and increased reimbursement rates will be assigned. Funds are available to any sponsor of the School Breakfast Program who can justify high costs to provide a breakfast despite sound management practices. To apply for severe need status, a sponsor must submit, to the Bureau of Child Nutrition Programs, a "School in Severe Need" application and a copy of actual breakfast menus for two weeks.

V. SCHEDULING AND SUPERVISION

A pirrcipal concern of school administrators considering the School Breakfast Program is that of scheduling. Will a breakfast program require major revisions of the school day?

The following are examples of schools where the School Breakfast Program was included in the existing schedule. It was not necessary to extend the school day for teachers in elementary schools. Most high schools scheduled the School Breakfast Program in their cafeteria for 15-20 minutes before the first class.

Many elementary programs are scheduled in teacher-supervised classrooms. Elementary and high school programs scheduled in cafeterias are supervised by aides and, sometimes, teachers.

RED BANK REGIONAL HIGH SCHOOL

The breakfast line in the cafeteria opens at 7:30 a.m. and closes 7:50 a.m. Students must be in homeroom at 8:00 a.m. Students eat in the school cafeteria and are supervised by one teacher. Approximately 50-55 percent of students are bused. Approximately 90 students participate in the program.

Charge to student - Paid	$.45
Charge to student - Reduced Price	$.10

ASBURY PARK
BANKS AVENUE AND BRADLEY ELEMENTARY SCHOOLS

The breakfast is distributed and eaten in the classrooms from 8:45-9:00 a.m. Prior to the School Breakfast Program, this was the "homeroom" period. The teachers supervise the children while they take attendance and complete morning duties. All students walk to school. Approximately 900 children participate daily.

Charge to students - Paid	$.35
Charge to students - Reduced Price	$.10

ORANGE
CENTRAL ELEMENTARY SCHOOL

The breakfast is served in the gym on folding portable tables. Serving begins at 7:50 a.m. and ends at 8:30 a.m. Students must be in their classrooms at 8:35 a.m. Breakfast is served and supervised by one person. Menu includes a hot meal one day per week. All students walk to school. Approximately 90 students participate in the program.

Charge to students - Paid	$.30
Charge to students - Reduced Price	$.10

NEWARK
BERGEN SREET SCHOOL

The cold or hot breakfast is served to K-third graders in their classrooms. Cafeteria staff bring the breakfast to the classrooms at the beginning of the school day (8:35 a.m.). Fourth-sixth graders are served in the cafeteria from 8:00-8:30 a.m. Two aides and the vice principal supervise the children. Approximately 300 children participate in the program.

Charge to students - Paid	$.25
Charge to students - Reduced Price	$.10

COMMERCIAL TOWNSHIP
HALEYVILLE SCHOOL

The breakfast is served from 8:00-8:45 a.m. and class begins at 8:55 a.m. All food is set on tables in the all-purpose room, and tables are completely filled one at a time. Two people supervise the children. All children are bused and approximately 130 participate in the program.

Charge to students - Paid	$.20
Charge to students - Reduced Price	$.05

ATLANTIC CITY
UPTOWN COMPLEX

The cold satellite breakfast is served in the cafeteria from 8:15-8:45 a.m. Students are supervised by two cafeteria workers. Fifty percent of the students are bused. Approximately 250 students participate in the program.

Charge to students - Paid	$.10
Charge to students - Reduced Price	$.05

VI. STARTING A BREAKFAST PROGRAM - WHOSE RESPONSIBILITY?

A successful school breakfast program requires the interest, positive attitude and involvement of food service departments, school administrators, teachers, parents and students who should work together to

- determine the need for operating such a program.
- organize a parent-teacher-student group to discuss program possibilities.
- distribute information throughout the community.
- visit a successful program.
- solicit the assistance of state representatives.
- plan implementation of the program.

For further information, contact the

Bureau of Child Nutrition Programs
225 W. State Street
P. O. Box 2019
Trenton, N. J. 08625
(609)292-8527